



# UNITED STATES DISTRICT COURT

## MIDDLE DISTRICT OF ALABAMA

### Vacancy Announcement

Vacancy 16-01

## Administrative Support II

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Court Personnel System Classification Level: 25

Salary Range: \$39,171- \$63,664

Starting classification level and salary dependent upon experience and qualifications.

Promotion potential to CL 26

**Open to All Applicants**

Open Date: 01/06/2016

Closing Date: 01/20/2016

### **POSITION OVERVIEW**

The U.S. District Court of Alabama Middle is accepting applications for the position of full-time Administrative Support II. The Court is recruiting for a well-organized, motivated individual who possesses both administrative and technical experience in a court setting. The candidate must have the ability to multi-task and work efficiently and seamlessly in different units of the court as this position will provide assistance to multiple divisions within the Clerk's Office. This position reports to the Clerk of Court and is located in Montgomery, AL. The work schedule for this position is Monday through Friday 8:00 am until 5:00 pm.

### **REPRESENTATIVE DUTIES**

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Develop and prepare statistical tables and reports at the request of unit executives.
- Prepare correspondence, reports, form letters, and documents. Maintain correspondence control records.
- Prepare, proofread and edit materials prepared by others, for the court unit executive's signature for accuracy, proper grammar, and spelling.
- Schedule appointments, arrange meetings, and maintain staff calendars.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and, process mail requiring special handling.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- Perform financial and budgetary duties such as processing accounts payable and accounts receivable transactions. Assist with balancing and reconciling of financial records. Prepare bank deposits. Assist staff with automated financial tracking systems. Perform similar financial and budgetary activities. Process incoming fine and restitution payments.
- Serve as human resources assistant or liaison, tracking staff time and attendance, processing paperwork and answering questions related to benefits, leave, and pay; processing personnel-related forms and paperwork, and similar activities. Assist with coordinating and delivery of training.
- Disseminate communications to appropriate managers, executives and peers and follow up on action items to ensure a comprehensive and coordinated response, where required.
- Maintain office reference materials, such as administrative manuals, bulletins, etc.
- Administer the reimbursable work authorization process, including preparing forms and paperwork, obtaining approval from judicial council, preparing invoices and payments, tracking expenses, etc.

- Coordinate general activities in the immediate office, including arranging for equipment and facilities maintenance and ordering supplies. Oversee maintenance of consumable supplies, research and prepare supply requests and assist procurement.
- Assist with coordinating conferences, meetings, and court ceremonies. Assist in the preparation of agendas; act as secretary for meetings, preparing materials, taking and distributing minutes of proceedings.
- Maintain calendars, arrange travel, and prepare travel vouchers for court unit executives and professional staff. Audit and review travel vouchers, maintaining the offices travel credit cards, ensuring that policies and procedures are followed.
- Assist with maintaining and updating the office's website by contributing content and design assistance.
- All other duties as assigned.

## **QUALIFICATIONS**

All candidates must have a high school diploma and Bachelor's degree. Computer knowledge is required. Experience in the above listed areas is highly desired. The successful candidate should demonstrate/posses:

- Excellent organizational skills
- Ability to transition seamlessly between multiple divisions in the court
- Ability to take initiative and work without direct supervision
- Experience handling multiple tasks and projects
- Ability to work in fast paced environment
- Desire to learn internal court procedures
- Ability to get along well with others
- Strong verbal and written communication skills
- Positive attitude
- Ability to lift up to 40 pounds and to sit or stand for long periods of time with or without accommodation

## **BENEFITS**

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off.

## **ADDITIONAL INFORMATION**

- Only qualified applicants will be considered for this position.
- Applicants must be United States citizens or eligible to work in the United States.
- Applicants selected for interviews must travel at their own expense.
- A background investigation with law enforcement agencies, including fingerprint and criminal record check, will be conducted as a condition of employment. Any applicant selected for the position will be hired provisionally pending successful completion of investigation. Unsatisfactory results may result in termination of employment.
- Employees of the US District Court are "At Will" employees and are subject to a one year probationary period.
- Employees must adhere to the Code of Conduct for Judicial Employees.
- Payment of salary is subject to the mandatory electronic funds transfer (direct deposit) to a financial institution.
- **Incomplete or late submissions will not be considered.** Must be postmarked by closing date.

## **HOW TO APPLY**

To apply, qualified applicants should submit 1) a cover letter summarizing related skills and interest for this position 2) a Resume and 3) an AO78, Application for Federal Judicial Employment, via email to [webmaster@almd.uscourts.gov](mailto:webmaster@almd.uscourts.gov) or by regular mail to:

Human Resources 16-01  
US District Court  
One Church Street  
Montgomery, AL 36104

The application, form AO 78, and a summary of Federal Judiciary benefits can be located at <http://www.uscourts.gov/careers/>. This Court is an Equal Opportunity / EDR Employer